

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 8/1/2013**

**BOARD MEMBERS PRESENT:** Zendi Fae-Hansen Meharry - Chair  
Joshua R Thompson  
Cathy Hart  
Jonathan Paine

**BOARD MEMBERS ABSENT:** Keith Holloway

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel  
Eric Nelson, Board Prosecutor  
Roger Hales, Attorney

**OTHERS PRESENT:** Kris Ellis, Idaho Health Care Association  
Zach Ward, Applicant  
Steven Millard, Idaho Hospital Association

Mr. Thompson moved to open the business meeting at 9:00 AM. It was seconded by Dr. Paine. Motion carried.

**APPROVAL OF MINUTES**

Dr. Paine made a motion to approve the minutes of May 2, 2013 and June 20, 2013. It was seconded by Mr. Thompson. Motion carried.

**PROPOSED LAW CHANGE**

Mr. Hales presented an updated proposed law change giving authority to discipline a licensee found guilty of violating the Nursing Home Administrators Act or the Board's rules. Mr. Thompson made a motion to approve the changes to the proposed law change. It was seconded by Ms. Hart. Motion carried.

**AMENDED AGENDA**

It was moved by Ms. Hart to amend the agenda to add correspondence from Steven Millard, Idaho Hospital Association, regarding continuing education training because the request had just come in. It was seconded by Mr. Thompson. Motion carried.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$28,562.57 as of June 30, 2013.

## **CONTRACT RENEWAL**

Ms. Hall presented the 2014 Contract Renewal. It was moved by Mr. Thompson to approve the 2014 Contract Renewal and allow the Chair to sign on behalf of the Board. It was seconded by Dr. Paine. Motion carried.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case numbers NHA-2013-2, and NHA-2013-4. It was moved by Mr. Thompson that the Board close case NHA-2013-2 with a warning letter to the Respondent with the recommendation that the Respondent obtain training in abuse investigations. It was seconded by Ms. Hart. Motion carried. After discussion, the Board gave recommendations for appropriate discipline on case NHA-2013-4.

Mr. Nelson presented a Stipulation and Consent Order in case NHA-2012-2. Mr. Thompson recused himself. Ms. Hart made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Meharry. Dr. Paine abstained from voting. Motion carried.

## **EXECUTIVE SESSION**

Mr. Thompson made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Hart. The vote was: Mr. Thompson, aye; Ms. Hart, aye; Dr. Paine, aye; and Ms. Meharry, aye. Motion carried.

Mr. Thompson made a motion to come out of executive session. It was seconded by Dr. Paine. The vote was: Mr. Thompson, aye; Ms. Hart, aye; Dr. Paine, aye; and Ms. Meharry, aye. Motion carried.

## **APPLICATION**

Ms. Hart made a motion to approve the administrator-in-training application for Zach Ward. It was seconded by Mr. Thompson. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Mr. Thompson made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2011-7. It was seconded by Ms. Hart. Motion carried.

Mr. Thompson made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2013-10. It was seconded by Ms. Hart. Motion carried.

### **DISCIPLINE**

Ms. Peel presented a Findings of Fact, Conclusions of Law and Final Order in case NHA-2013-3. It was moved by Ms. Hart to approve the Final Order in case NHA-2013-3. It was seconded by Mr. Thompson. Motion carried.

### **CONTINUING EDUCATION TRAINING**

Steven Millard with the Idaho Hospital Association presented the IHA's 2013 Mid-Year Membership Meeting Conference for Board approval and asked for clarification on the Board's process for reviewing training for continuing education credit. It was moved by Mr. Thompson to approve the June 27, 2013 IHA 2013 Mid-Year Conference. It was seconded by Dr. Paine. Motion carried.

### **ELECTIONS**

It was moved by Mr. Thompson to elect Ms. Meharry as Board Chair. It was seconded by Ms. Hart. Motion carried.

It was moved by Mr. Thompson to elect Mr. Holloway as Vice-Chair. It was seconded by Dr. Paine. Motion carried.

### **NATIONAL ASSOCIATION OF ADMINISTRATOR BOARDS**

Mr. Thompson attended the NAB meeting in Seattle, Washington. He was asked to serve on a committee at the meeting. The next meeting will be November 6, 2013 in Sarasota, Florida. It was moved by Ms. Hart to send Mr. Thompson as the delegate to the meeting. It was seconded by Dr. Paine. Motion carried.

**NEXT MEETING** was scheduled for November 14, 2013 at 9:00 AM MDT.

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Mr. Thompson made a motion to come out of executive session. It was seconded by Dr. Paine. The vote was: Mr. Thompson, aye; Ms. Hart, aye; Dr. Paine, aye; and Ms. Meharry, aye. Motion carried.

## **APPLICATIONS**

### **EXECUTIVE SESSION**

Mr. Thompson made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Hart. The vote was: Mr. Thompson, aye; Ms. Hart, aye; Dr. Paine, aye; and Ms. Meharry, aye. Motion carried.

Mr. Thompson made a motion to come out of executive session. It was seconded by Dr. Paine. The vote was: Mr. Thompson, aye; Ms. Hart, aye; Dr. Paine, aye; and Ms. Meharry, aye. Motion carried.

## **APPLICATIONS**

It was moved by Mr. Thompson to send a letter to an applicant's preceptor requesting additional information on the duties that were performed by applicant during the time period of August 20, 2012 through February 2013 and upon receipt of the information the Board Chair will review. It was seconded by Ms. Hart. Motion carried.

It was moved by Mr. Thompson to approve the remaining quarterly reports. It was seconded by Dr. Paine. Motion carried.

It was moved by Ms. Hart to approve the endorsement applications for Robert Eskew, Jed Gines, and Kerry Pitcher. It was seconded by Dr. Paine. Motion carried.

It was moved by Mr. Thompson to approve the administrator-in-training applications for Bradley Hruza and Justin Polson. It was seconded by Ms. Hart. Motion carried.

It was moved by Ms. Hart to approve the examination application for Susan Jones. It was seconded by Mr. Thompson. Motion carried.

Ms. Hart moved to send a letter regarding a continuing education audit. The Board did not give credit for a continuing education course and the nursing home administrator has 90 days to complete the additional 12 hours needed to meet the requirements. It was seconded by Mr. Thompson. Motion carried.

It was moved by Mr. Thompson to send a letter to an administrator-in-training applicant requesting additional information on the quarterly report. It was seconded by Ms. Hart. Motion carried.

It was moved by Mr. Thompson to deny Gay James' endorsement application based upon Rule 300.02.b. for not meeting the one (1) year of combined experience obtained in an administrator in training program and from practical experience as an administrator in another state. It was seconded by Dr. Paine. Motion carried.

It was moved by Ms. Hart to approve the administrator-in-training application for 901119426 pending receipt of the signed and notarized preceptor form. It was seconded by Mr. Thompson. Motion carried.

## **CONTINUING EDUCATION TRAININGS**

It was moved by Dr. Paine to approve the continuing education training titled, "Learning Session 2: Applying the Change Package webinar series." It was seconded by Mr. Thompson. Motion carried.

It was moved by Ms. Hart to approve the continuing education course for Craig Bunch titled, "Introduction to Social Work (SOWK 240)." It was seconded by Mr. Thompson. Motion carried.

It was moved by Mr. Thompson to approve the following trainings for the IHA's 80<sup>th</sup> Annual Convention to be held October 5-8, 2013:

American College of Healthcare Executives

Critical Access Hospital

Forum 1

Forum 2

Idaho Association for Healthcare Risk Management

Idaho Healthcare Financial Management Association

Idaho Healthcare Human Resource Association

Idaho Health Information Management Association

Idaho Society for Directors of Volunteer Services

Idaho Society for Healthcare marketing and Public Relations

Performance/Quality Improvement for Critical Access Hospitals

Trustee Luncheon and Education

It was seconded by Ms. Hart. Motion carried.

## **ADJOURNMENT**

Mr. Thompson made a motion to adjourn the meeting at 12:35 PM MDT. It was seconded by Ms. Hart. Motion carried.

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Zendi Fae-Hansen Meharry, Chair

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Keith Holloway

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Joshua R Thompson

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Cathy Hart

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Jonathan Paine

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Tana Cory, Bureau Chief